



Business Development Rep (BDR)

Give Something Back Office Supplies is seeking out talented, fast-paced Business Development Reps to help grow our business in the San Francisco/Eastbay and San Jose market(s). The BDR will sell office products such as: Office Supplies, Furniture, Managed Print and Custom Print Services. If you have sales experience, a willingness to learn, a drive to succeed and enjoy selling, Give Something Back may be the right fit for you.

Job Responsibilities:

- Acquires new accounts and maintains outstanding working relationships with existing customers to ensure customer satisfaction.
- Travels, by car and/or walking, throughout assigned territory to call on regular and prospective customers to develop clientele.
- Generates leads
- Distributes product catalog to current and prospective clients in person and by mail
- Expands vertical markets through margin management, and customer exposure to furniture, printing, break room, janitorial and ad specialty products.
- Quotes prices, prepares reports of business transactions, conducts business reviews.
- Works with Customer Service Representative to ensure customer understands ordering process.
- Develops and maintains relationships with customer purchasing decision makers at all levels.
- Investigates and resolves customer issues.
- Attends weekly and monthly sales meetings

Qualifications:

- Bachelors Degree preferred
- Proven track record of 1-3 years B2B sales experience
- Excellent computer skills, including Microsoft Office
- Outstanding customer service and verbal and written communication skills
- Valid CA driver's license and current automobile insurance
- Able to manage multiple priorities in a fast-paced environment

Benefits and Compensation: This position offers a competitive base salary, \$40,000 and generous commission structure, monthly performance bonuses, expense account, 401K with company match, company paid full medical and dental, EAP, domestic partner coverage, etc.

About Give Something Back Office Supplies: As the largest independent office supply company in the west, Give Something Back Office Supplies has consistently grown and given away more than 50% of our profits each year within the communities we serve. We provide a superb sales training program and will assist you with your career development.

If you would like to apply to this position, please contact your Applicant Coordinator at:

Last name begins with A-K: 916-854-3881 Last name begins with L-Z: 916-854-3882